

DD/S PERSONNEL
FILE *Personnel-3*

DD/S 66-4750

8 September 1966

MEMORANDUM FOR: Director of Personnel

Eck:

Reference is made to our meeting with Colonel White today and my subsequent telephone discussion with you. I ask that you personally arrange the schedule for the presentation so that it will be carried out smoothly. By 14 September I would like to have:

REC - a. A draft of remarks to be given by the Director at the ceremony.

REC 9 SEP -
Orig 1 - HK To SBO on 9 SEP b. A revised schedule with the timing of each event on the schedule.

Meanwhile, I will call George Carroll concerning the timing of the Vice President's visit.

SIGNED R. L. Bannerman

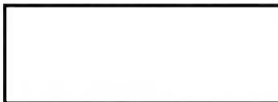
R. L. Bannerman

Att: Memo dtd 7 Sep 66 for DD/S fr D/Pers,
subj: Sixth Annual Awards Ceremony - DD/S 66-4702

DD/S:RLB:maq

Distribution:

- Orig - Adse w/O DD/S 66-4702
- 1 - DD/S Subject w/ccy DD/S 66-4702
- 1 - DD/S Chrono

	UNCLASSIFIED		CONFIDENTIAL		SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS			DATE	INITIALS
1	Executive Director-Comptroller				
2					
3	DD/S				
4					
5	Director of Personnel				
6					
	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE
Remarks: <p>The attachment to the memorandum from the Director of Personnel gives the sequence of events at the proposed 6th Annual Awards Ceremony. You indicated that you wished to clear this with the Director. If it meets with approval, I will so advise the Director of Personnel and modify his proposal to the extent that the program will proceed up to the point of the Vice President's address in the event that the Vice President is delayed.</p> <div style="text-align: center; margin-top: 20px;">  Alan M. Warfield </div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Assistant Deputy Director for Support					
	UNCLASSIFIED		CONFIDENTIAL		SECRET

STATINTL

Executive Director-Comptroller

DD/S

Director of Personnel

The attachment to the memorandum from the Director of Personnel gives the sequence of events at the proposed 6th Annual Awards Ceremony. You indicated that you wished to clear this with the Director. If it meets with approval, I will so advise the Director of Personnel and modify his proposal to the extent that the program will proceed up to the point of the Vice President's address in the event that the Vice President is delayed.

/s/ A.M.W.
Alan M. Warfield

7 SEP 1966

Assistant Deputy Director for Support

ADD/S/AMW:bak(7 Sept. 66)

Distribution:

Orig. - ExDir-Compt w/O DD/S 66-4702

→ 1 - DD/S Subject w/cc DD/S 66-4702

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DD/S 66-4702: Memo to DD/S fm D/P dtd 7 Sept. 66 subj: Sixth Annual Awards Ceremony

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO	NAME AND ADDRESS		DATE	INITIALS
1	Deputy Director for Support 7 D 18, Hq.			
2				
3				
4	Director of Personnel 5 E 56, Hq.			
5				
6				

ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
Director of Personnel, 5E56, Hq.	2/2/68

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DD/S 66-4702

7 SEP 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Sixth Annual Awards Ceremony

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 5.

2. Transmitted herewith is the proposed program schedule for the Sixth Annual Awards ceremony planned for 19 September 1966. The program content has been planned with the expectation that the Vice President will attend.

3. As in past years, we propose that the following individuals be seated on the stage: the Director, the Executive Director, the Deputy Directors for Plans, Support, Science and Technology, and Intelligence, and the Director of Personnel.

4. There is some uncertainty as to whether the Vice President will be able to attend the ceremony. If he is unable to be present, we propose to include a feature of last year's ceremony, i. e., the Executive Director will introduce those employees in the audience who were nominated for Public Service Awards as well as awardees for Safe Driving and significant suggestions. There is also the possibility that the Vice President will be up to fifteen minutes late since he will be coming directly from the airport. If this is the case, the organist will be prepared to play appropriate music during the interim.

5. It is recommended that the proposed program schedule be approved.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

ed in paragraph 5 is approved.

Deputy Director

Date

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STATINTL

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PROPOSED PROGRAM SCHEDULE FOR
ANNUAL AWARDS CEREMONY

(The Vice President of the United States, the Director, and the Executive Director will arrive at the door of the auditorium at 11:55. The assembly will rise as they are escorted to the stage. Already on stage will be Mr. Proctor, Dr. Wheelon, Mr. FitzGerald, Mr. Bannerman, and Mr. Echols.)

PROGRAM

The National Anthem ASSEMBLY

Accompany
Leader,

STATINTL

(Mr. Echols will ask the audience to rise and to sing the National Anthem, which will be led by The audience will then be seated.)

STATINTL

Opening Remarks. MR. EMMETT D. ECHOLS
Director of Personnel

(Mr. Echols will step to the podium and welcome the audience to the ceremony. He will also introduce the officials seated on the stage at this time and make a few remarks on the purpose of this ceremony. He will then introduce the Director.)

Address and Presentation
of Length of Service Certificates. MR. RICHARD HELMS
Director of Central Intelligence

(Mr. Helms will address the audience for about five minutes and congratulate the recipients of the certificates. At the conclusion of Mr. Helms' remarks, Mr. Echols will read off the names of the twenty people (two from each directorate for the 10-year certificates and two from each for the 15-year certificates) to come on stage to receive their certificates from Mr. Helms. When all awardees have left the stage, Mr. Helms will introduce the Vice President of the United States.)

Introduction of the Vice President. MR. RICHARD HELMS
Director of Central Intelligence

Remarks. THE HONORABLE HUBERT H. HUMPHREY
Vice President of the United States

(The Vice President will make a short address to the assembly. At the conclusion of his remarks, Mr. Echols will request the audience to remain in their seats until the guests on stage have left the auditorium. NOTE: If the Vice President is unable to attend the ceremony, Colonel White will be prepared to make a few comments and to introduce to the audience those individuals who have been nominated for Public Service Awards, for Safe Driving Awards, and those who have received significant suggestion awards.)

Music.

STATINTL

STATINTL

will play background music beginning at 11:45 and she will be prepared to play until the Vice President arrives.)

Floral Arrangements FOUR SEASONS GARDEN CLUB

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010029-7

8 September 1966 - 3:00 p.m. - Col. White's Office

Mr. Bannerman
Mr. Echols

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010029-7

Executive Director-Comptroller

DD/S

Director of Personnel

The attachment to the memorandum from the Director of Personnel gives the sequence of events at the proposed 6th Annual Awards Ceremony. You indicated that you wished to clear this with the Director. If it meets with approval, I will so advise the Director of Personnel and modify his proposal to the extent that the program will proceed up to the point of the Vice President's address in the event that the Vice President is delayed.

/s/ A.M.W.
Alan M. Warfield

7 SEP 1966

Assistant Deputy Director for Support

ADD/S/AMW:bak(7 Sept. 66)

Distribution:

- Orig. - ExDir-Compt w/O DD/S 66-4702
- ~~1~~ - DD/S Subject w/cc DD/S 66-4702
- 1 - DD/S Chrono w/cc DD/S 66-4702

DD/S 66-4702: Memo to DD/S fm D/P dtd 7 Sept. 66 subj: Sixth Annual Awards Ceremony

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12/15 66-4702
7 SEP 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Sixth Annual Awards Ceremony

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 5.

2. Transmitted herewith is the proposed program schedule for the Sixth Annual Awards ceremony planned for 19 September 1966. The program content has been planned with the expectation that the Vice President will attend.

3. As in past years, we propose that the following individuals be seated on the stage: the Director, the Executive Director, the Deputy Directors for Plans, Support, Science and Technology, and Intelligence, and the Director of Personnel.

4. There is some uncertainty as to whether the Vice President will be able to attend the ceremony. If he is unable to be present, we propose to include a feature of last year's ceremony, i.e., the Executive Director will introduce those employees in the audience who were nominated for Public Service Awards as well as awardees for Safe Driving and significant suggestions. There is also the possibility that the Vice President will be up to fifteen minutes late since he will be coming directly from the airport. If this is the case, the organist will be prepared to play appropriate music during the interim.

5. It is recommended that the proposed program schedule be approved.

ILLEGIB
[Redacted Signature] /s/ Emmett D. Echols

ILLEGIB
Emmett D. Echols
Director of Personnel

ILLEGIB
[Redacted Signature] in paragraph 5 is approved.

Deputy Director

Date

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**PROPOSED PROGRAM SCHEDULE FOR
ANNUAL AWARDS CEREMONY**

(The Vice President of the United States, the Director, and the Executive Director will arrive at the door of the auditorium at 11:55. The assembly will rise as they are escorted to the stage. Already on stage will be Mr. Proctor, Dr. Whelson, Mr. FitzGerald, Mr. Bannerman, and Mr. Echols.)

PROGRAM

The National Anthem ASSEMBLY
Accompanis [redacted]
Leader, MR [redacted]

STATINTL

(Mr. Echols will ask the audience to rise and to sing the National Anthem, which will be led by [redacted] The audience will then be seated.)

STATINTL

Opening Remarks. MR. EMMETT D. ECHOLS
Director of Personnel

(Mr. Echols will step to the podium and welcome the audience to the ceremony. He will also introduce the officials seated on the stage at this time and make a few remarks on the purpose of this ceremony. He will then introduce the Director.)

~~Address and Presentation~~
of Length of Service Certificates. MR. RICHARD HELMS
Director of Central Intelligence

address by Helms -

(Mr. Helms will address the audience for about five minutes and congratulate the recipients of the certificates. At the conclusion of Mr. Helms' remarks, Mr. Echols will read off the names of the twenty people (two from each directorate for the 10-year certificates and two from each for the 15-year certificates) to come on stage to receive their certificates from Mr. Helms. When all awardees have left the stage, Mr. Helms will introduce the Vice President of the United States.)

Introduction of the Vice President. MR. RICHARD HELMS
Director of Central Intelligence

Notes on remarks by Helms -

Helms on entrance of V.P.

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Remarks. THE HONORABLE HUBERT H. HUMPHREY
Vice President of the United States

(The Vice President will make a short address to the assembly. At the conclusion of his remarks, Mr. Echols will request the audience to remain in their seats until the guests on stage have left the auditorium. NOTE: If the Vice President is unable to attend the ceremony, Colonel White will be prepared to make a few comments and to introduce to the audience those individuals who have been nominated for Public Service Awards, for Safe Driving Awards, and those who have received significant suggestion awards.)

Echols at beginning

*2 base with "God Bless America" —
Remain standing —*

Music.

STATINTL

STATINTL

will play background music beginning at 11:45 and she will be prepared to play until the Vice President arrives.)

Floral Arrangements FOUR SEASONS GARDEN CLUB

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TO: Mr. Warfield	
ROOM NO.	BUILDING
REMARKS: <i>Recommend your signature ^{you verify with} Col White as to his role,</i> <i>VT</i> VRT	
FROM:	
ROOM NO.	BUILDING
EXTENSION	

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DD 66-4777

PROPOSED PROGRAM SCHEDULE FOR
ANNUAL AWARDS CEREMONY

Personnel-3

(The Vice President of the United States, the Director, and the Executive Director will arrive at the door of the auditorium at 11:55. The assembly will rise and applaud on cue as they are escorted to the stage. Already on stage will be Mr. Proctor, Dr. Wheelon, Mr. FitzGerald, Mr. Bannerman, and Mr. Echols.) Introductions and/or greetings will occur on stage.

PROGRAM

The National Anthem ASSEMBLY
Accompanist, [REDACTED] STATINTL
Leader, MR. [REDACTED]

(Mr. Echols will ask the audience to rise and to sing the National Anthem, which will be led by [REDACTED] The audience will then be seated.) STATINTL

Opening Remarks MR. EMMETT D. ECHOLS
Director of Personnel

(Mr. Echols will step to the podium and welcome the audience to the ceremony. He will also introduce the officials seated on the stage at this time, describe the purpose of the ceremony, and explain the concept of symbolic presentation of service certificates. If the Vice President is not at the ceremony, Mr. Echols will expand his remarks by calling attention to the Public Service Awards nominees, Safe-drivers, and winners of significant suggestion awards and invite the audience to read about them in the Program. He will then call forth the individuals by name to receive their service certificates from the Director. Two employees from each Directorate and the Office of the Director will receive the 10-year certificates and two from each the 15-year certificates.)

Address MR. RICHARD HELMS
Director of Central Intelligence

(Mr. Helms will address the audience for about five minutes, concluding his remarks with his introduction of the Vice President.)

Remarks THE HONORABLE HUBERT H. HUMPHREY
Vice President of the United States

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(It is anticipated that the Vice President's remarks will last about five minutes. At the conclusion of the Vice President's remarks, Mr. Echols will adjourn the ceremony and request the audience to remain at their seats until the guests on stage have left. The audience will rise and applaud, on cue. As the guests leave, the organist will play brisk, martial music, e. g., "Stars and Stripes".)

The Vice President will accompany the Director to the Director's Office for lunch. An invitation to stay for lunch was included in the Director's letter of 9 August 1966, inviting the Vice President to the ceremony.

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